

PURCHASE SECTION REPORT  
For Week ended 9 September 1953

Requisitions

Balance pending end of previous week	220
Received during week	<u>133</u>
	353
Completed during week	<u>117</u>
Balance pending end of week	236

<u>Purchase Orders Issued</u>	161	\$23,422.76
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Backlog of Typing

Purchase Orders	1
Correspondence	0
Invitations to Bid	3
Bills of Lading	<u>0</u>
Total	4

STATUS OF PENDING REQUISITIONS\*

		<u>Estimated Value</u>
A. <u>Without Action</u>		
Held less than 15 days	125	\$29,255.00
Held more than 15 days	<u>-0-</u>	<u>-0-</u>
Total	125	\$29,255.00
B. <u>With Action</u>		
<u>Pending Information from Requisitioning Office</u>		
Held less than 30 days	.13	1,660.00
Held more than 30 days	<u>0</u>	<u>-0-</u>
Total	13	1,660.00
<u>Pending Receipt or Opening of Bids</u>		
Held less than 30 days	70	10,250.00
Held more than 30 days	<u>0</u>	<u>-0-</u>
Total	70	10,250.00
<u>Pending Clearance from GPO and/or GSA</u>		
Held less than 30 days	-0-	-0-
Held more than 30 days	<u>-0-</u>	<u>-0-</u>
Total	-0-	-0-
<u>Pending Completion of Service and/or Billing</u>		
Held less than 30 days	28	676.83
Held more than 30 days	<u>0</u>	<u>-0-</u>
Total	28	676.83
<u>Total with Action</u>	111	\$12,586.83
C. <u>Total Pending Requisitions</u>	236	\$41,841.83
D. Total Hours of Overtime during the past week:		

\*Details for each Purchasing Agent are in Purchase Section

**CONFIDENTIAL**

Contracts, Amendments, executed during period of  
2 September 1953 through 9 September 1953

**SECRET**  
 Security Information

<u>Contract Number</u>	<u>Contractor</u>	<u>Commodity &amp; Quantity</u>	<u>Value</u>
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Status of Contract Actions Pending for Contract Section  
As of 9 September 1953

A. No Action	5	
B. Pending receipt of more information, clearances, etc.	12	
C. Pending Bid Opening and Award	4	
D. Negotiations Underway	8	
E. Pending drafting of contractual documents	<u>3</u>	32
F. No further action required by procurement officer		
1. Pending typing and mailing to Contractor	17	
2. Pending signature of Contractor	20	
3. Pending final clearance and signature of Contracting Officer	<u>3</u>	<u>40</u> <u>72</u>

Note: 4 actual requisitions and 28 memos and letters were received during the week which will require contract or other action by the Contract Procurement Officers. Since in many cases two or more of these documents will be consolidated into one action, these figures do not mean that 32 separate actions will be required. The figures above of contract action requests received, completed, or pending are on this consolidated basis. The consolidations, cancellations and transfers resulted in net new contract actions of 7.